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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 17 January 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 10 - 17 January 1956

1. Due to required changes in the [ ] case, it was not possible to complete the typing by 9 January. However, 100 pages were sent to [ ] and taken by him to Reproduction, but they did not want to start on the case until they have all the pages. I contacted [ ] of Reproduction to determine the possibility of their completing the entire case for our next Operations Support course if the material was in their hands by Wednesday, 18 January. He advised that this was impossible, consequently, the staff did not work on the week-end. In view of this delay, space has again been reserved in Reproduction. It is planned to send the completed case to Reproduction on 20 January. This will make it possible to use the case for Operations Support #20, starting 26 March 1956.

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2. In addition to receiving telephone messages for the Management and Supervisory Courses conducted in [ ] we are taking messages for the Intelligence School, now running a course in Room 130. We are happy to accommodate other groups in this building, but it just adds one more task to our already overworked staff.

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3. I gave the DDP Organization lecture in the BOC on Monday, 16 January.

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